



CIITS

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Employee Assignment Change/End

- ▶ All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a CIITS user account.
- ▶ Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: ***Census > People > District Employment; Census > People > District Assignments.***
- ▶ Failure to end date all of the employee's district assignments will result in the individual's CIITS account remaining active.
- ▶ If the employee is changing assignments, their former district assignment should be end dated and their new district assignment should be set up. Following the same click path above.
- ▶ Districts may use the "***CIITS Roles***" report in Infinite Campus to see CIITS custom role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is ***KY State Reporting > KDE Reports > CIITS Roles.***



2015–16 CIITS School Year Roll Over

- ▶ CIITS Production Site Rolled Over to the 2015–2016 School Year on July 15th 2015
- ▶ New School Year Roll Over includes
 - Area Technical Center assignments sent to the Kentucky Tech System District
 - Job Categories with Evaluation Override
- ▶ You will NOT be able to see student enrollment until each district's first day of school.
- ▶ For more information on viewing anything from the prior school year, view the [CIITS New School Year Resource Guide](#).

Changes for 2015–2016

- ▶ Job categories will be used to align certified staff* to eligibility groups in CIITS.
*Principals/Assistant Principals, Teachers, Other Professionals.
- ▶ Job categories will be derived from the Type/Alt Type value and (if set) Evaluation Override on a person's active assignments in IC.
- ▶ Job category extraction for staff will begin with new year rollover.

IC Type/Alt Type overview

- ▶ Type/Alt Type is located on the District Assignments tab in IC.
- ▶ Will be used to determine a person's job category in CIITS.
- ▶ Must be the same on all active assignment records within a school, but may be different between schools (consistent with EPSB requirement).
- ▶ Not all Type/Alt Type values will be aligned to a job category.

Type/Alt Type alignment to Job Categories

IC Assignment Record:

Employment Assignment Information

School
DEWITT ELEMENTARY SCHOOL

*Start Date 11/10/2014 End Date

Type 07:Other FTE of Assignment

Alternate Type ISC: School Instructional Specialist/Coach

IC 'Type' value and corresponding CIITS job category

IC Type

01 – Teacher
02 – Administrator
03 – Counselor
05 – Speech Therapist
06 – Librarian

07 / REH: Rehabilitation Counselor
07 / SOW: Social Worker
07 / PSY: Psychologist
07 / OCC: Occupational Therapist
07 / PHT: Physical Therapist
07 / REC: Recreation Therapist
07 / SPT: Speech Therapist
07 / ISC: Instructional Specialist/Coach

Principal (identified by email)

CIITS Job Category

Teacher
School Administrator
Guidance Counselor
Therapeutic Specialist
Library Media Specialist

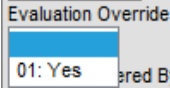
Guidance Counselor
Guidance Counselor
Psychologist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Instructional Specialist / Coach

Principal

Type/Alt Type values **not** aligned to a Job Category

- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non-Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator

CIITS Job Categories

- ▶ Data in IC will be used to align **certified staff who will be evaluated** to a job category. Job category aligns them to the correct evaluation framework in CIITS.
- ▶ Job categories will be determined using Type / Alternate Type value on a person's active assignment records in IC.
 - Type / Alternate Type must be the same on all of a person's active assignment records **within one school** in IC.
 - Type/Alternate Type may be different **between schools** in IC.
 - If Type/Alternate Type value is different **between schools**, the new field on the District Assignments tab "**Evaluation Override**" must be set to specify which value the person should be aligned with when determining job category.
 - Evaluation Override: 
 - Only needs to be set for certified staff who have different Type/Alt Type values between schools.
 - The Evaluation Override will NOT determine the institution in which the certified staff will be evaluated. The default institution set within CIITS will determine where the certified staff will be located within the Educator Development Suite (EDS) within CIITS.
- ▶ For more information regarding Job Category Setup for Certified Staff see the Quick Reference Card (QRC) for **Job Category Setup for Certified Staff**. There is a link to the QRC for changing your default role or institution within CIITS located at the bottom of this QRC.



CIITS Job Categories

- ▶ Review job category assignments for evaluation purposes
- ▶ KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015–16 school year
- ▶ The reports can be found in *Infinite Campus District Edition under Index, KY State Reporting, KDE Reports* :
 1. ***CIITS Job Category Report*** will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.
 2. ***CIITS Job Category Exception Report*** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

Access to GAP Diagnostic Reports 2015

- ▶ KDE has determined that meal status can be added to CIITS based on leadership-level access.. This is specifically helpful in CIITS as a socio-economic indicator on the gap analysis reports.
- ▶ In order to do this we must ensure that each individual with leadership-level access in CIITS has signed a non-disclosure form (attached). We are asking superintendents to ensure and confirm that forms are on file locally, understanding that review of these forms may be requested in future audits.
- ▶ Only after all districts confirm these forms are on file for the superintendent, principals and any staff with a CIITS leadership role will access be granted to all districts. To determine who has this leadership-level access Infinite Campus administrators can run the following report by school or by district:

Path	Report Name	Report Description
KY State Reporting > KDE Reports	CIITS Roles	This report lists people who currently have user rights to CIITS. If a user is on this report who should not have rights, an appropriate end date should be entered.



Questions?

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